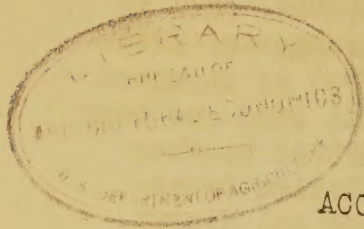


September 23, 1936.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Division
Washington, D. C.

ACCOUNTING AND OFFICE PROCEDURE FOR COUNTY AGRICULTURAL
CONSERVATION ASSOCIATIONS

These instructions have been prepared to outline and clarify the responsibilities and duties of County Agricultural Conservation Associations with respect to accounting and office procedure. It is necessary that county officials study this material carefully and follow these instructions closely in submitting claims and in disbursing and accounting for funds for local administrative expenses. Fiscal and accounting instructions issued to association secretaries and treasurers under commodity programs should be disregarded and only the procedure outlined in these instructions should be followed.

In case of any questions concerning this procedure, write to the Chairman of your State Committee who, when it is necessary, will refer the question to the Director of the North Central Division, Agricultural Adjustment Administration, Washington, D. C.

A. FORMS

The forms to be used in obtaining and accounting for funds to cover administrative expenses of County Agricultural Conservation Associations are as follows:

- ACP-19 -- Annual Budget
- ACP-15 -- Bond of County Agricultural Conservation Association Treasurer
- ACP-7 -- Estimate of Administrative Expenses
- ACP-8 -- Public Voucher
- ACP-8a -- Public Voucher (Memorandum Copy)
- ACP-9 -- Statement of Administrative Expenses
- ACP-10 -- Statement of Administrative Expenses (Continuation Sheet)
- ACP-11 -- Receipt Schedule
- ACP-12 -- Individual Receipt
- ACP-21 -- Personal Service Certificate (for association secretary's file)

B. GENERAL PROCEDURE FOR PAYMENT OF ADMINISTRATIVE EXPENSES OF
COUNTY AGRICULTURAL CONSERVATION ASSOCIATIONS

Each association will prepare and submit an Annual Budget (Form ACP-19) and a Surety Bond (Form ACP-15) for its treasurer in accordance with instructions from the Director of the North Central Division. On or about the 20th of each month, the county committee will prepare on Form ACP-7, Estimate of Administrative Expenses, an estimate of the cost of administering the association during the coming month. At the same time, or as soon as possible thereafter, there will be prepared in the county office, Public Voucher (Form ACP-8) covering the expenses listed on ACP-7. Forms ACP-7 and ACP-8 will be

transmitted to the Chairman of the State Committee and when approved, will be transmitted to the Director of the North Central Division in Washington; after examination and approval, two copies each of Forms ACP-7 and ACP-8 as approved will be returned to the Chairman of the State Committee, who will send one copy of each to the association secretary. A check covering the approved voucher will be mailed directly from the Disbursing Office to the association treasurer at the county office. The treasurer will deposit such check and distribute the proceeds in accordance with a Statement of Administrative Expenses (Form ACP-9) and Continuation Sheet (Form ACP-10), which will have been prepared by the association secretary in accordance with the approved estimate (Form ACP-7). He will secure receipts on Forms ACP-11 and ACP-12. Completed and certified Forms ACP-9, ACP-10, ACP-11, and ACP-12 will then be transmitted to the Chairman of the State Committee with Forms ACP-7 and ACP-8 for the next month. The Chairman of the State Committee will transmit these forms to the Director of the North Central Division.

C. PREPARATION AND TRANSMITTAL OF FORMS

I. ACP-19 --- Annual Budget

Preparation and transmittal of association budgets are governed by instructions contained in NCR Misc. 3-36, under date of September 9, 1936.

II. ACP-15 -- Bond of Treasurer

The treasurer of each association is required to furnish a surety bond executed in an amount sufficient to cover expenses for the two consecutive months when expenses will be the highest. Detailed instructions for executing and transmitting treasurers' bonds are contained in NCR Misc. 1-36, issued under date of August 1, 1936. Neither estimates of administrative expenses nor July and August accounts can be approved for payment until the treasurer's bond has been approved by the Director of the North Central Division.

III. Preparation of

Estimate of Administrative Expenses, Form ACP-7

Forms ACP-7 and ACP-8 are the basis for payment of association expenses. It is therefore necessary for the prompt payment of expenses that these forms be prepared in strict accordance with these instructions.

(1) Number of copies: On or about the 20th of each month, the county committee of the association shall direct the preparation of an original and six copies of Form ACP-7 for the coming month. Care should be taken that all seven forms are identical in every detail and that only the expenses that will be necessary during the next month are included.

(2) Rates and Amounts: The county committee should have available a copy of the approved Annual Budget in order that:

a. No items are included in the estimate which are not in accordance with the approved Annual Budget.

b. The rate of compensation and the unit price for materials or commercial services do not exceed provisions of the budget. (Changes

in the rates of compensation can be made only upon prior approval by the Director of the North Central Division.)

c. The cumulative sum of the monthly expense estimates for any individual item does not exceed the budget allowance for such item except as hereinafter provided.

(3) Unclassified Items: The item "Unclassified" may be used as a reserve to provide for any item for which actual expenses incurred during the month exceed the amount estimated on Form ACP-7. The reserve shall not exceed twenty percent of the total estimate for the month.

(4) Transfer of Funds Within the Budget: Should the expenses for any item when added to the amount claimed in previous statements for that item, exceed the budget allotment, the president and the secretary should request the Chairman of the State Committee for a transfer of funds from the reserve allotment to the item requiring additional funds. If the amount provided for reserve has been exhausted, the same procedure may be followed in transferring funds from one item to another. The request for transfer of funds in the Budget shall be prepared in quadruplicate and three copies of such request attached to the month's estimate of expenses when such estimate of expenses is submitted to the Chairman of the State Committee. The Chairman of the State Committee shall, if he approves the transfer of funds and the Estimate of Expenses (ACP-7) is otherwise regular, initial and return the second copy of the request for transfer of funds to the county office, make the necessary changes in his copy of the budget for such county, keep the first copy of the request for transfer of funds in his files, and forward the original along with the estimate of expenses to the Director of the North Central Division. If such request for transfer is not approved by the Chairman of the State Committee, he shall return the request for transfer together with the Estimate of Expenses (ACP-7) to which it pertains, to the county office with a letter of transmittal indicating the necessary changes.

IV. ACP-8 -- Public Voucher for Payments

When properly prepared and signed by the president and the secretary, approved by the State Executive Officer (the State Chairman or his Alternate) and certified for the Secretary by his authorized agent, this form becomes the official document upon which payment will be made to the association. It includes a complete accounting for funds received by the association treasurer. It is extremely important that the information used as the basis for preparing this voucher be correct, since any changes, except very minor changes, will necessitate returning it to the association for retyping. An original and six copies are required.

The following instructions should be followed in filling out Form ACP-8:

D. O. Voucher No. _____. Leave blank.

No. _____. Enter the figure "A-1" for September (October will be A-2, etc.), under which show the State and County code.

U. S. _____. Enter "Department of Agriculture, A.A.A."

Appropriation: Leave blank.

Payee _____. Enter treasurer's name, followed by the abbreviation for "Treasurer", and the name of the association (abbreviated). (Example) Henry Higginbottom, Treas. Holmes Co. A.C.A.

Address _____. All checks will be mailed in care of the county office. The treasurer's address must, therefore, be shown according to the following example:

HOLMES County, OHIO, A.C. Assn. (31-038),
Federal Building, Millersburg, Ohio.

1. Balance to be accounted for:

(a) Unexpended balance, previous voucher: An amount is expended when it is actually paid to the proper payee and the prescribed receipt is received from such payee. It is essential that no funds be turned over to any payee of the association unless there is received (at the same time) the required receipt. Unless this requirement is strictly observed, it will be impossible to properly account for funds under Line No. 1, entitled, "Balance to be Accounted For," since no amount may be reported as "expended" until a receipt is submitted. The unexpended balance of the previous voucher refers only to the amount previously received which has not yet been "expended." This amount will agree with the bank balance (less collections and less the amount of checks not yet cleared) provided receipts have been obtained for all funds paid out. The unexpended balance, therefore, represents the sum of the unpaid obligations and the unobligated balance. The correct amount to enter under (a) is the amount shown on Line No. 3 of the previous voucher.

(b) Checks received: Ordinarily there will be but one entry to make this heading. That will be the check covering the previous voucher. The number of the treasurer's check must be entered following the word, "No" and the words, "G. F. Allen, Disbursing Officer", must be inserted following the words, "drawn by."

(c) Collections: If through error any payee has received an amount in excess of that which is due him, the over-payment should be collected by the association treasurer and entered as a collection. After Letters of Difference requiring refunds are received from the Director of the North Central Division or the Administrative Audit Section of the Office of the Administrator, such refunds will be handled in the same manner as other collections, and will be deposited by the treasurer to the credit of the association and accounted for on the next voucher (ACP-8) which is submitted.

The sum of items (a), (b), and (c), referred to as "L-1", may be defined as the amount of money which the association treasurer had on hand on the day when the previous voucher was prepared, plus the amount of the check or checks received, plus collections, if any, made since the last voucher was submitted.

2. Expenditures, this period (as per Forms ACP-11 and ACP-12 attached): As hereinbefore defined, expenditures are amount for which receipts have been obtained since the last voucher was submitted by the association treasurer as shown by Receipt Forms (ACP-11 and ACP-12) attached to the voucher. The amount shown as expenditures may be less than, the same as, or more than the amount of the

check received, but in no case can it exceed the sum of items (a), (b) and (c) under Line 1, "Balance to be accounted for."

3. Amount of payments unexpended (L-1 minus L-2): The amount of payments unexpended is arrived at by subtracting the amount shown on Line 2 from the amount totaled on Line 1.

4. Amount of unpaid obligations: This refers to the items approved on Forms ACP-9 and ACP-10 for which payment has not been made. (It should be remembered that payment is considered to have been made only when the receipt is secured from the payee to whom payment was made.)

5. Amount of unobligated balance (L-3 minus L-4): The amount of unobligated balance is equal to the difference between the amount of payments unexpended and the amount of unpaid obligations for the current month. To arrive at this amount, subtract the amount entered on Line 4 from the sum entered on Line 3.

6. Amount of estimate for next period (As per ACP-7 attached): This is the total amount which it is estimated will be required to pay the expenses of the ensuing month.

7. Amount of payment required (L-6 minus L-5): The amount of payment required is the difference between the amount of the estimate for the next period as reported on Line 6 and the unobligated amount already on hand, as shown on Line 5. It indicates the amount of the check which, when added to the amount already on hand which has not been obligated, will meet all obligations which are known at the time the voucher is prepared and also the estimated obligations to be incurred during the next month.

The president and the secretary, when satisfied that the voucher is correct in every detail, will sign in the spaces provided therefor. The Chairman of the State Committee or his Alternate will enter the amount for which he has approved the voucher, following the words, "Approved for \$ " and will sign as the "State Executive Officer".

The lower one-fourth of the page following the double line and the words, "(Payee Must Not Use This Space)" is not to be used either by the county association or by representatives of the Chairman of the State Committee.

The preparation of voucher No. A-1 for September for each county will be relatively simple, since the figures "0.00" will be entered for items (a), (b), and (c) under Line 1 and will also be entered for Line 2, Line 3, Line 4, and Line 5. The amounts entered in Line 6 and Line 7 will be the same and will be the amount estimated for September as shown on the Estimate of Expenses, (Form ACP-7) for that month.

V. Transmittal of Estimates of Administrative Expenses, (ACP-7) and Public Voucher (ACP-8)

As soon as the Estimate of Administrative Expenses (ACP-7) and the accompanying Public Voucher for payment (ACP-8) have been prepared and the original properly signed, the memorandum copies will be initialed by the president and the secretary, the original and five copies of ACP-7 and the original

and five memorandum copies of ACP-8 should be immediately mailed to the Chairman of the State Committee. One copy of each form will be retained for filing in the association files. When Forms ACP-7 and ACP-8 are received by the Chairman of the State Committee, they will be examined to make certain that all rates and items are in agreement with the approved budget and that all claims are reasonable and can properly be approved. In no instance will changes in ACP-7 be made in the office of the Chairman of the State Committee which will increase the total claimed by making corrections for mathematical errors or by adding more days or hours to personal services, more miles or more units of any goods or services for which payment is to be made. Checking computations in the office of the Chairman of the State Committee will remove mathematical errors and permit returning these forms to the county office for correction when necessary with a minimum of delay. Where found necessary, items or amounts will be decreased or deleted by the Chairman of the State Committee. All such changes will be initialed in ink by the State Executive Officer or his Alternate (whoever signs the voucher). Secretaries of county associations will be advised by the State Office of any changes made by the Chairman of the State Committee in Forms ACP-7 and ACP-8 and should change their copies accordingly. The State Executive Officer will indicate his approval of Form ACP-7 by initialing near the bottom of the page between the signatures of the president and the secretary. He will approve Form ACP-8 by entering the total shown on Form ACP-7 as initialed by him and placing his signature over the title, "State Executive Officer." Such persons as are authorized by the Chairman of the State Committee may sign as "State Executive Officer."

The original and four copies of Form ACP-7 and the original and four memorandum copies of Form ACP-8 should be transmitted to the Director of the North Central Division by the Chairman of the State Committee.

VI. Administrative Examination; Auditing in Washington and Issuance of Checks

Forms ACP-7 and ACP-8 will be examined when received in Washington, and if found satisfactory, will be given administrative approval by the Director of the North Central Division before transmittal to the Administrative Audit Section of the Office of the Administrator. After approval by the Administrative Audit Section, a check covering the approved amount of the Estimate of Expenses and the voucher will be drawn by the Disbursing Office and mailed to the treasurer of the association at the county office.

Disallowances: Should the Director of the North Central Division disapprove of any items or amounts estimated on Form ACP-7, two copies of a letter showing disallowances will be returned to the State Office where one copy will be filed and the other forwarded to the county office. This letter will explain any disallowances and advise if they can be included in a subsequent "Estimate." With such letter there will be sent to the State Office, two copies of Forms ACP-7 and ACP-8 as approved. Should it be necessary to return either of these forms to the State Office for changes or corrections, this will be done in advance of issuance of the check to the association treasurer. If no letter of Disallowance is necessary, approval of Forms ACP-7 and ACP-8 will be indicated by an "approved" stamp, which will be placed near the bottom of the page. Two copies of each form will be returned to the State Office, one of which will be retained there and the other mailed to the association secretary.

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VII. Preparation of Expense Statement, (Form ACP-9) and Continuation Sheet (Form ACP-10)

(1) Number of Copies: At the end of each calendar month, or as soon as the "approved" ACP-7 is received, the secretary of the association shall prepare an original and four copies of the Statement of Administrative Expenses (Form ACP-9). Care should be taken that all five forms are identical in every detail. Form ACP-10 is to be used for the entry of additional items for personal services if the space provided on Form ACP-9 is insufficient. A monthly Statement of Expenses (ACP-9 and ACP-10, if necessary) should be submitted for each month.

(2) Rates and Amounts: In preparing the Statement of Administrative Expenses (ACP-9), the secretary should have available a copy of the approved Estimate of Administrative Expenses (Form ACP-7) and make certain:

a. That the rates of compensation and travel and unit prices for materials or commercial services are not in excess of the approved rates and amounts.

b. That the total amount required for the month as shown on the approved Estimate of Administrative Expenses (ACP-7) is not exceeded.

c. That the total amount shown on the Statement of Administrative Expenses (Form ACP-9) is the correct sum of all claims appearing on such form.

d. That any claim which may have been incurred during the month covered by the statement, which can not be included without exceeding the total shown on the Estimate of Expenses (Form ACP-7) is omitted from the Statement of Expenses (ACP-9 and 10). The amounts of such claims which exceed the total shown on Form ACP-7 may, with the approval of the Chairman of the State Committee, be included in the estimate for the following month. The appropriate title shall be used for the subsequent account, as "October and September Supplemental," and Form ACP-7 should clearly show items which include a carry-over from the previous month.

An Estimate of Administrative Expenses (Form ACP-7) which is intended to include claims incurred during a previous month should show in the space between the double ruled lines at the top of the form, the classification of claims which have been so included in the total shown under the "Amount" column. Example:

, during the month of October and September Supplemental		
.....		
(Name)	County Committee	\$48.00
.....	Office Assistants	4.50
(P. O. Address)	Rental Typewriters (3)	7.50

(3) Arrangement and Numbering of Statement: All copies of the September Statement of Expenses (ACP-9 and 10) shall be marked, "Statement No. 1", those for October, "Statement No. 2", etc.

After the expense statement has been prepared, clip the original copies together with Forms ACP-10 on the bottom and Form ACP-9 on top. Then, beginning with Form ACP-10 on the bottom of the pile, number the sheets consecutively, "Sheet Number 1," "Sheet Number", etc. Beginning with Sheet Number 1, which is the bottom sheet, carry a cumulative total forward on each sheet. Thus, if your statement consists of three sheets, Sheet Number 2 will carry the total of all claims listed on Sheets 1 and 2. The total on Sheet Number 3, which is the top sheet, will be the sum total of the entire account. In this example, Sheet Number 3 must be Form ACP-9 and must be signed by the president and the secretary of the association. The carbon copies of the statement should be arranged, numbered, and totaled in the same manner. The original and all copies should be fully signed.

Invoices and receipts should be arranged in the same order in which the claims they support are listed on the statement. Clip or staple receipts and invoices securely to the original copy of the expense statement.

(4) Entering Claims on the Statement of Administrative Expenses (ACP-9 and 10):

Claims for Personal Services and Travel: Each claim for personal services and travel entered on the statement of Administrative Expenses (ACP-9 and 10) should contain the name of the individual to whom payment is due, his title, the actual date on which services were performed, the total number of days, the rate of compensation, and the rate per mile, and miles traveled (if mileage is allowed). The total claim of each individual (compensation plus mileage, if mileage is allowed) shall be extended in the right-hand column (Column 9) of Form ACP-9 or ACP-10.

The actual dates on which work was performed should be shown. If the inclusive dates upon which work was performed are shown, it is not necessary to enumerate each date separately. In no case should the figures in column 4 exceed the actual number of days for which dates are shown in column 3. If claim is made for a fraction of a day, the fractional part of the day should be shown in parenthesis after the date on which the services were performed. When a claim is submitted for work performed on a holiday or on a Sunday, a statement should be added, giving the reasons why services were required to be performed that day.

(5) Miscellaneous Claims: Each claim for commercial services, supplies and equipment must be entered in the name of the person or firm who will receive payment from the treasurer. Such claim should be entered in Form ACP-9 in the space under the heading, "Miscellaneous".

a. Receipts in Support of Miscellaneous Claims: Original receipts are required in support of all claims for expense items of \$1.00 or more, which have been paid with personal funds by the treasurer or an authorized officer, employee, or member of the association. Such receipts must be attached to the original copy of the expense statement and must be signed by the person or firm to whom payment was made and should show the date the purchase was made, the number of units purchased, the cost per unit, the total cost, and the name of the person who paid the claim.

b. Bills and Invoices in Support of Miscellaneous Claims: Commercial bills or invoices are required in support of all claims of \$1.00

or more for purchase of supplies or equipment or for commercial services. Such bills or invoices must be itemized as to the number of units purchased, the cost per unit, and the total cost. In cases where bills or invoices are not itemized, the articles purchased or services rendered must be itemized on Form ACP-9.

Bills or invoices should be presented for payment upon printed bill-heads of the person or concern furnishing supplies and must be dated. In cases where a bill or invoice is furnished which is not on a printed bill-head, it must be signed over the proper title by an authorized representative of the person or firm from which the purchase was made. Claims in payment for notices and other statements in newspapers must be supported by a copy of such notices as have been inserted.

c. Special Items:

1. Bank Charges: In some cases banks require payment of service charges on checking accounts and deduct such charges from the association bank account. Therefore, it is necessary that the amount which will be used to pay such bank charges be entered on the Estimate of Expenses, (ACP-7), and claimed on the Statement of Expenses (ACP-9) in the name of the bank. The claim on the Statement of Expenses should be supported by a bank debit slip and attached to the original of ACP-9.

2. Postage: Postage purchased from a post office will have been paid by some officer or employee of the association in advance of submitting a claim to the Director of the North Central Division. Claims should, therefore, never be listed on Form ACP-9 in the name of the post office or postmaster. They must be listed in the name of the person to whom payment will be made when a check is received from Washington and must be supported by itemized receipts signed by the postmaster or other person authorized to sign a receipt for the post office. When the person who advanced the funds is paid from funds received from Washington, he will sign Receipt Form ACP-11. (Each itemized receipt should be attached to the original of ACP-9.)

If postage is purchased from some organization other than the post office, claim should be made in the name of the officer or employee of the association who paid for the stamps from his private funds, and such claim must be supported by an itemized receipt signed by an official or representative of the organization from which this purchase was made. If the organization has not been paid for the stamps furnished to the association, the claim should be listed on Form ACP-9 in the name of the organization to which the money is due and should be supported by an itemized invoice attached to the original of ACP-9.

3. Telephone and Telegraph: Claims for telephone service and toll calls charged to the telephone of the association should be entered on Form ACP-9 in the name of the telephone company and supported by itemized statements. Since the statements of the telephone company will list toll calls separately, this detail need not be stated on the expense account.

Claims against the association for telephone service or toll charges not charged to the telephone of the association, must be supported by an itemized list of charges from the telephone company, upon which

are clearly indicated individual toll calls and service charges to be paid by the association. Such claims must be entered on the statement in the name of the organization or individual who is billed for the charges. If in such cases the telephone company does not furnish a duplicate copy of the original invoice, a true copy of the statement should be typed and certified by an official of the organization to whom the bill is rendered by the telephone company and also certified by an official of the association. Such statement as receipted by the Telephone Company should show that payment was actually received. This true copy should be prepared in duplicate, the original to be attached to the original of Form ACP-9 in support of the claim for toll charges, and one copy to be attached to the copy of ACP-9 held by the association and retained in the files of the association.

Each telephone bill containing toll charges must bear the following statement:

"Rates charged were in effect at the time these services were rendered and are not higher than those charged the general public for similar services."

Expenditures for telegrams in any amount must be supported by copies of the telegram which show that such message was actually sent. If the cost of the telegram is more than \$1.00 both a copy of the telegram and the receipt or a copy of the telegram on which the telegraph company has acknowledged payment, must be submitted, and attached to the original of ACP-9.

4. Rent of Equipment: Only such equipment should be rented as is needed for a period of less than four months during the year. No equipment should be rented by an association from one of its officers or employees without the approval by the State Committee. Rentals from officers or employees of the Association unless claims are supported with facts showing it to be impractical to obtain equipment elsewhere should not be made. No equipment should be rented at a rate higher than the regular commercial rate.

VIII. Use of Form ACP-21, Monthly Certificate of Expenses for Personal Services.

Before the expense statement is prepared, the secretary must obtain from each person performing services or travel, Form ACP-21, completely itemized and signed by the claimant, which shall be kept in the association files as a part of the permanent records of the association and must be available at all times. The forms should not be sent to the State Office or to Washington. If corrections or erasures are made on these forms, they must be made only by the signer himself and his initials must be placed opposite such corrections. Under no consideration may a secretary enter a claim for personal services upon Form ACP-9 or 10 unless he has on file Form ACP-21 signed by the claimant.

IX. Completion and Certification of Statement of Expenses (Forms ACP-9 and ACP-10)

After any necessary corrections have been made in Forms ACP-9 and ACP-10, all copies of ACP-9 must be certified by the president and the secretary, by

their signatures in the spaces indicated. After certification, these forms should be held in the county office until Receipt Forms (ACP-11 and ACP-12) have been completed.

X. Preparation of Receipt Schedule, (Forms ACP-11 and ACP-12)

These forms should be prepared in the county office to agree with the signed copies of Forms ACP-9 and ACP-10 which have been completed in agreement with the approved Estimate of Expenses (Form ACP-7) and the approved voucher (Form ACP-8). The typists in the county association office should prepare the receipts under the direction of the secretary in accordance with the following instructions:

Five copies of receipt Form ACP-11 should be prepared with the names of payees listed in the same order as their claims appear on the expense statement. The amount listed after the name of each payee must agree with the amount listed after the name of such claimant on Form ACP-9.

When a check is received from Washington in payment of a voucher, the treasurer shall deposit the check in a bank and shall draw individual checks to the payees listed on Receipt Form ACP-11. If there are a large number of checks to be written, an arrangement should be worked out by the treasurer and the secretary whereby all checks will be written and ready for the treasurer's signature in advance of the receipt of the check from Washington.

After all checks have been written and signed, payees should be notified that their checks are available at the county office. Distribution of checks should be performed under the direction of the treasurer.

Upon receiving a check, each payee should sign the original copy of Form ACP-11 acknowledging receipt of the amount paid to him. If other signed copies are needed by State or county offices, they shall be marked "duplicate". The signature must be that of the payee shown on the Statement of Expenses and Receipt Form ACP-11. Exception -- when it is impracticable for the payee to call in person for the check, the individual to whom the check is delivered must present two copies of an authorization (which will be attached to the original and first copy of ACP-11) from the payee to receive the check and to receipt for the check in his behalf on Form ACP-11. If any person other than the payee signs his own name for such check without a signed statement from the payee authorizing him to do so, receipts should be returned by the Chairman of the State Committee for correction before they are sent to Washington.

The total of Form ACP-11 must not be more than the total of the approved expense items appearing on the Estimate of Expenses (ACP-7). If for any reason the total shown on Receipt Form ACP-11 is not the exact amount of the check received, plus the amount of the unexpended balance reported on the voucher covering the check, the difference must be accounted for on the succeeding Voucher Form ACP-8 as an unexpended balance.

Preparation of Individual Receipt (Form ACP-12): If it is not practicable to obtain the signature of any person or concern on Receipt Form ACP-11, an individual receipt on Form ACP-12 should be obtained, and the notation, "ACP-12 attached", should be entered on all copies of the Receipt Schedule

(Form ACP-11) in the "Signature" column. Five copies of this receipt should be executed, the original of which should be attached to the original of Form ACP-11; the first, second and third carbons should be attached to the three additional carbon copies of Form ACP-11 to be transmitted to the Chairman of the State Committee, and the fourth carbon should be attached to the copy of ACP-11 held in the county files. A receipted invoice may be attached in lieu of Form ACP-12, provided the following certification is shown thereon: "This will acknowledge receipt of the sum of _____ dollars in full payment for services or supplies furnished the above-named association during the month of _____, and I certify that the stated amount is correct and just and that payment therefor has not been previously or otherwise received."

Receipts for Firms or Corporations: Receipts for firms or corporations must bear, in addition to the name of the firm or corporation, the signature over the proper title of his office of the authorized representative of the firm or corporation who received payment from the association.

Certification of Receipts: After the funds have been disbursed and receipts secured, the original and the first carbon copy of Form ACP-11 shall be signed by the treasurer, using the exact name and spelling which appears on the bond executed by him as treasurer.

D. TRANSMITTAL OF FORMS ACP-9, ACP-10, ACP-11, and ACP-12 FOR THE PAST MONTH
AND
FORMS ACP-7 AND ACP-8 FOR THE NEXT MONTH

Upon the completion of the distribution of funds for administrative expenses and securing receipts therefor, the following forms will be transmitted to the Chairman of the State Committee together:

Forms ACP-9 and ACP-10, an original and three copies
Form ACP-11, an original and three carbon copies
(Only the original need be signed)
Form ACP-12, (Where needed) an original and three carbon copies
Form ACP-7, for the next month - an original and five carbons
Form ACP-8, an original and five copies

One copy of each of the above forms will be retained in the County Office.

The State Office will examine all the forms received and if they are approved, will transmit to the Director of the North Central Division the following:

Forms ACP-9 and ACP-10, an original and two copies
Form ACP-11, an original and two copies, one of which should be signed
Form ACP-12, (Where needed) original and two copies
Forms ACP-7 and ACP-8 for the next month, an original and four copies

One copy of each of the forms will be retained in the office of the Chairman of the State Committee.

E. LETTERS OF DIFFERENCE AND REFUNDS

As previously indicated herein, letters of difference will be written by the office of the Director of the North Central Division or the office of the Administrator of the Agricultural Adjustment Administration in the event that rates

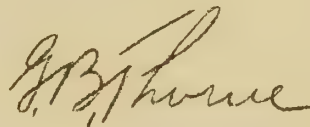
of compensation claimed are in excess of the approved rates; claims are made for expenses incurred which have not been authorized; a voucher is submitted for an item of expenses in excess of the total budget for such item; items claimed that are not supported by satisfactory receipts or invoices; or similar circumstances.

These Letters of Difference will be of two general types:

(1) A letter requesting certain explanations or additional information that is necessary to be secured before the item, in regard to which the Letter of Difference is written, may be submitted as a proper claim. Letters of this type should be given immediate attention and care should be exercised that the specific information requested is furnished in full.

(2) Letters pertaining to items which may not be properly claimed and pertaining to which it is useless to submit additional information or further explanation in support thereof. When letters of this type are received, it will be necessary that the association treasurer secure from the payee the amount of money paid in error. Such refunds must be made promptly, or it may be necessary to withhold payment of the next Estimate of Expenses until the refund is made. Proper notations must be made upon file copies of ACP-9 and 10 and ACP-11, clearly indicating the final status of the **claim** in order that an accurate record may be obtainable for the compilation of subsequent vouchers. A refund made to an association treasurer is classified as a collection and must be so reported on Voucher Form ACP-8.

County committeemen, as well as the secretary and treasurer of the association, should thoroughly familiarize themselves with the foregoing procedure, attend promptly to all correspondence and reports, and give careful study to the efficient handling and filing of forms and documents in the county office.



G. B. Thorne,
Director,
North Central Division.

October 24, 1936

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Division
Washington, D.C.

NOV 19 1936

SUPPLEMENT TO NCR MISC. 5-36

ACCOUNTING AND OFFICE PROCEDURE FOR COUNTY AGRICULTURAL
CONSERVATION ASSOCIATIONS

Experience in auditing a number of Forms ACP-7, Estimate of Administrative Expenses, and ACP-8, Voucher for Payments to Agricultural Conservation Associations, indicates that certain modifications in the instructions contained in NCR Misc. 5-36 in connection with certain items are necessary and that detailed instructions in connection with other items should be provided. NCR Misc. 5a-36 will supplement NCR Misc. 5-36 and any changes in procedure included in NCR Misc. 5a-36 will supersede instructions contained in NCR Misc. 5-36. The sections and subsections listed below refer to NCR Misc. 5-36.

II. ACP-15 -- Bond of Treasurer. The treasurer of each association is required to furnish a surety bond executed in an amount sufficient to cover expenses for the one month when expenses are the highest.

Detailed instructions for executing and transmitting treasurer's bond are contained in NCR Misc. 1-36 issued August 1, 1936 and in the Memorandum to Chairmen of State Committees, October 7, 1936.

Associations which have not received checks for administrative expenses for July and August should bear in mind that neither estimates of expenses for September and succeeding months nor expense statements for July and August can be approved for payment until the treasurer's bond has been approved by the Director of the North Central Division.

III. Preparation of Estimates of Administrative Expenses, Form ACP-7,

(1a) Enter State and county codes, name of association, county, State, month to be covered by estimate, and name and address of the treasurer in the spaces provided therefor.

(2) No items should be included in the estimates which are not in accordance with the approved annual budget (For instructions on transfer of funds within the budget, see subsection 4, page 3, NCR Misc. 5-36).

(2a) Compensation. The rates of compensation shown in Column 3 shall not exceed the rates shown in the approved budget. Enter under "Estimated Days" the estimate for the class of service and not the number of days per individual. To determine the amount to be entered in Column 4, multiply the estimated number of days by rate of compensation. If there is a range in the rate of compensation for any classification of service, for example, Office Assistants, the number of days at each rate must be shown separately.

(2b) Equipment, Supplies and Commercial Services. Each type of equipment, such as measuring wheels, tapes, filing cabinets, typewriters, desks, etc., should be shown separately with the number of units and price per unit, and whether the estimate is for purchase or rental. All equipment rented must be shown under "Equipment" and not under "Rent." Make certain that all amounts shown under "Equipment" are extended into column 4. To determine the amount to be entered in column 4, multiply the unit price by the number of units.

(2c) Travel. Travel should be entered under "Items not Provided for above" and should be listed separately for each class of service, for example: "Travel for County Committee, Travel for County Performance Supervisor, Travel for County Board of Directors". The estimated number of miles and the rate per mile should be shown for each class. If payment is made for travel by members of the board of directors, they should be listed as "Board of Directors", rather than "Community Committeemen".

(2d) Supplemental Claims and Reclaims. Supplemental claims and reclaims should be included under the proper items with the estimate for their respective classifications for the coming month. Items which include supplemental claims and reclaims should be starred as a reference to the supplemental entries entered either at the top of Form ACP-7 or on an additional copy of Form ACP-7 firmly stapled to the estimate of expenses. The month or months in which these claims were incurred must be shown; for example, September reclaim might be included with the November estimate. A copy of the Letter of Disallowance must be attached in support of any item disallowed from previous estimates, which is being reclaimed.

(2e) Minor changes or corrections made on Form ACP-7 in the county agricultural conservation association office should be initialed in blue or black ink or indelible pencil by the president or secretary. If a number of changes are necessary, it would be advisable to prepare a new form.

IV. ACP-8 Public Voucher for Payments. Paragraph 1, page 3, Heading for Form ACP-8 and ACP-8a, shall be prepared as follows:

Forms ACP-8 and ACP-8a - Heading

C. O. Voucher No. -----Blank.

No. -----The figure "A-1-September", for September, "A-2-October", for October, etc., with county and State code entered directly under the number.

U.S. -----Department of Agriculture, A.A.A. North C. D.

Appropriation -----Treasurer's name followed by the abbreviation for treasurer and the name of the COUNTY AGRICULTURAL CONSERVATION ASSOCIATION abbreviated. Example: Henry Higginbottom, Treas. Holmes Co. A.C.A.

Address -----Business address of COUNTY AGRICULTURAL CONSERVATION ASSOCIATION.
(If there is no building or street address for the C A C A office, the address should be entered as follows:
"Holmes County, Ohio, A. C. Ass'n., Millersburg, Ohio."
If there is a building or street address, it is not necessary to repeat the name of the county and association, for example: "Federal Bldg., Millersburg, Ohio."

Note: The association must always be listed as the "County Agricultural Conservation Association" and not as "County Soil Conservation Association."

VII. Preparation of Expense Statement Form ACP-9 and Continuation Sheet Form ACP-10.

Subsection 2d, second paragraph. An Estimate of Administrative Expenses, Form ACP-7, which is intended to include claims incurred during a previous month, should be accounted for in accordance with Subsection 2d, Section III, on page 2 of these instructions.

Subsection 3. The headings on Forms ACP-9 and ACP-10 should be filled in as follows:

Statement No. 1 -----Statement No. "A-1 September", for September.
Statement No. "A-2 October", for October, etc.
Sheet No. 1 -----If more than one sheet is submitted, all sheets must be numbered consecutively with number 1 at the bottom.
Total Sheets -----Total number of original Forms ACP-9 and ACP-10 required for listing administrative expenses.
Code No. -----State and County Code.
Line 1 -----Name of County Agricultural Conservation Association.
Line 2 -----Month or months in which obligations were incurred.
Date -----Date of preparation of Forms ACP-9 and ACP-10.

Subsection 5, Miscellaneous Claims. Claims for commercial services, supplies and equipment should be entered on Form ACP-9 under the heading, "Miscellaneous", in the name of the person or firm who will receive payment from the treasurer. Such claims should show the nature of service, kind

of material, the quantity and price per unit of equipment, and should be entered in their respective columns. Claims for equipment must show whether they are for purchase or for rental.

X. Preparation of Form ACP-11 and ACP-12, Receipt Schedule and Individual Receipts. Note: Section X of NCR Misc. 5-36 should be disregarded as it is entirely superseded by Section X of NCR Misc 5a-36.

Receipt Forms ACP-11 should be prepared in the county office to agree with the signed copies of Forms ACP-9 and ACP-10 which have been completed in agreement with the approved Voucher, Form ACP-8.

Each Form ACP-11 when properly prepared is a cumulative report to the treasurer of payees and amounts for which funds have been received from Washington for which payment is to be made and receipts secured. The typists in the county association office should prepare the receipts under the direction of the secretary in accordance with the following instructions:

Five copies of Receipt Form ACP-11 should be prepared with the headings filled in as follows:

Receipt No.-----	Receipt No. "A-1-September", for September
	Receipt No. "A-2-October", for October, etc.
Code No.-----	The State and County Code.
Sheet No.-----	If more than one sheet is submitted, all sheets must be numbered consecutively.
Total Sheets -----	Total number of original sheets of ACP-11 attached.
Date -----	The date of preparation of Form ACP-11.
Line 1 -----	Name of County Agricultural Conservation Association.
Line 2-----	Name of County and State.
Line 5-----	Period covered by receipts.

The names of payees should be listed in the same order in which their claims appear on the expense statement and the amount listed after the name of each payee must agree with the amount listed after the name of such claimant on Form ACP-9.

List on line 1 of Sheet No. 1, Form ACP-11, the first name listed on Form ACP-10, Sheet No. 1, followed in order by other items on Form ACP-10, Sheet No. 1, Sheet No. 2, etc. The total for Sheet No. 1 and for other sheets should not be entered until signatures of all payees listed on such sheets have been secured.

List on line 1 of Sheet No. 2 the words, "Total Brought Forward from Sheet No. 1". Do not enter the figures for such total until all receipts have been accounted for. The same procedure should be followed for Sheet No. 2 and successive sheets.

If any payees had died or had left the county so that they could not receive checks due them and receipt for such checks at the time other payees signed Receipt Form ACP-11 for payments made to them, such payees should be

listed at the end of Form ACP-11, together with amounts still due them. Immediately to the left of each of such names, there should be entered the number of the voucher in connection with which such claims arose.

Example: A-1 Sept. - John Doe - \$15.00

Sheets of Receipt Form ACP-11 should be arranged with Sheet No. 1 on the bottom, Sheet No. 2 next and so on, with the sheet bearing the largest number on the top.

When a check is received from Washington in payment of a voucher, the treasurer should immediately deposit the check in the bank and draw individual checks to the payees listed on Receipt Form ACP-11. If there are a large number of checks to be written, an arrangement should be worked out by the treasurer and secretary whereby all checks will be written and ready for the treasurer's signature in advance of the receipt of the Treasury check from Washington. Checks to all payees (unless payees have died or are absent from the county) should be distributed immediately and all receipts therefor secured.

Signatures

Upon receiving the check, each payee should sign the original and one carbon copy of Form ACP-11 acknowledging receipt of the amount paid to him. If other signed copies are needed by State or county offices, they should be marked "Duplicate". The signature must be that of the payee shown on the statement of expenses and on Receipt Form ACP-11.

Exception: When it is impracticable for the payee to call in person for his check, the individual to whom the check is delivered must present two signed copies of a power-of-attorney (which must be attached to the original and first copy of Form ACP-11) from the payee to receive the check and to receipt for the check in his behalf on Form ACP-11. All checks so receipted for must be signed with the name of the person to whom the money is owing, by his authorized representative or agent.

Example: Thomas A. Brown

BY Peter Johnson (Signed)

For a description of the form of power of attorney, see paragraph one page nine.

In the event that a payee has died or has been adjudged incompetent, the check drawn payable to him may be received and receipted for by a person who has necessary authority, such as administrator, executor, guardian, etc. In the case of such signature, the name of the person to whom the money was owing should be listed if he is still living and his name, followed by the word, "Estate", if he is deceased. The name of the individual who signs in his behalf, together with his title, should be entered immediately under the name of the payee.

Example: Tom Greene Estate,

By James Smith, Administrator (Signed)

In support of each signature of this type, there shall be furnished two signed copies of a court order of appointment or court order authorizing the execution of the related paper. Two copies of a Certification of Authority, Form AAA-327, entitled, "A Certificate of Authority of Administrator, Executor, Trustee, Committee, Receiver, Guardian, etc.", signed by the proper official, such as Clerk of Court, may be used for this purpose.

Preparation of Individual Receipt Form ACP-12. If it is not practicable to obtain the signature of any person or firm on Receipt Form ACP-11, an individual receipt on Form ACP-12 should be obtained and the notation, "ACP-12 attached", should be entered on all copies of the Receipt Schedule, Form ACP-11, in the signature column.

The various lines on Form ACP-12 should be filled in as follows:

- Line 1-----Name of the treasurer.
- Line 2-----Name of the Agricultural Conservation Association.
- Line 3-----Name of the County and State.
- Line 4-----The amount of the claim due the payee as shown on Form ASP-9 or Form ACP-10 and Form ACP-11.
- Line 5-----Month services were rendered.
- Line 7-----The amount of the claim and signature of payee.
- Line 8-----Date Form ACP-12 was executed; title of, or identification of payee.

Five copies of this receipt should be executed, the original and one carbon of which should be signed and attached to the original of Form ACP-11, the first, second and third carbons should be attached to the three additional carbon copies of Form ACP-11 to be transmitted to the Chairman of the State Committee, and the fourth carbon should be attached to the copy of Form ACP-11 held in the county office. Receipted invoices should not be accepted in lieu of Form ACP-12.

Receipts for Firms or Corporations. Receipts for firms or corporations must bear, in addition to the name of the firm or corporation, the signature, over the proper title of his office, of the authorized representative of the firm or corporation who received payment from the association.

Example: John Smith Publishing Company,

By Henry Jones (Signed)
Bookkeeper.

Totaling of Receipts. As soon as checks have been delivered to all payees listed on Receipt Form ACP-11 (unless such payees have died or are absent from the county), the following procedure should be followed:

If a payee has died or has left the county so that he cannot be paid, his name and the amount due him should be ruled out on Form ACP-11 (leaving both the name and the amount readable) and initialed by the treasurer in blue

or black ink. If in any case a payee's name and amount appears on Form ACP-11 and is not listed on the attached Form ACP-9 or ACP-10 or has not been ruled out on a previous Receipt Form ACP-11 because the signature was not secured, it is an erroneous entry and should be ruled out on Form ACP-11. To the left of such an entry, the words, "Entered in Error" should be entered and initialed in blue or black ink by the treasurer.

A total of the amounts for which receipts have been secured must be taken. The total of Sheet No. 1 should be carried forward to Sheet No. 2 and entered opposite the words, "Total Brought Forward from Sheet No. 1". The total for Sheet No. 2, then, will be a total of the receipts secured appearing on Sheet No. 1 and Sheet No. 2. The same procedure should be followed for successive sheets. The total for all receipts secured then will appear on the top sheet, the sheet that bears the highest number.

A total of the amounts (excluding erroneous entries) for which receipts have not been secured, must be taken. Such total will represent unpaid obligations.

Verification of Receipts. Receipt Forms ACP-11 should be verified by both the treasurer and the secretary and carefully checked to make certain that the following requirements have been met:

1. The total of names and amounts listed on Form ACP-11 is equal to the total of Item 4, Amount of Unpaid Obligations, on the previous Voucher Form ACP-8, plus the amount of obligations listed on attached Statements of Administrative Expense, Forms ACP-9 and ACP-10.

2. The names and amounts for all payees for whom signatures are not included on Forms ACP-11 or ACP-12 have been ruled out so that the names and amounts are still readable and that all deletions of amounts are initialed by the treasurer in blue or black ink.

3. The total shown on the top sheet of Form ACP-11 is the correct total of amounts for which signatures of payees on Forms ACP-11 and ACP-12 are included, and that this total has been carried to Item 2, Voucher Form ACP-8 as "Expenditures, This Period".

4. The total of items ruled out on Form ACP-11 because signatures of payees are not included is the total shown under Item 4 of attached Voucher Form ACP-8 as "Amount of Unpaid Obligations."

Certification and Transmittal of Receipts. The signature of the treasurer should be entered on the original and first carbon in the space provided on Form ACP-11. It is very important that this signature be that of the bonded treasurer as appearing on the bond. If more than one sheet of Form ACP-11 is required to include the names of all payees, the treasurer should sign the original and the first carbon of each sheet.

It is essential that properly completed and signed Receipt Forms ACP-11 and ACP-12 and Statement of Expense, Forms ACP-9 and ACP-10 be transmitted to the State Office with Estimate Form ACP-7 and Voucher Form ACP-8 for the succeeding month. For information on the number of copies of each form required, see Section D, page 12, NCR Misc. 5-36.

Suggestions for Securing Signatures on Receipt Forms ACP-11 and ACP-12.
Prompt securing of signatures on all receipts for administrative expenses will do more than anything else to facilitate prompt and regular payment of association expenses. In some instances the association will probably receive a check for administrative expenses on the same day or the day previous to that on which the estimate for the succeeding month should be submitted. In such cases, the estimate will have to be held up until funds are distributed and receipts secured. No one system of distributing checks and securing receipts will fill the needs of every association. The following suggestions are only some of the many methods developed by different associations for securing receipts promptly.

1. Distribution of checks from the county office. Some associations located in small or medium sized counties have found it practicable to have all payees call at the county office for checks for administrative expenses. If this is done, such payees should be notified promptly when their checks are ready and should be urged to call for them promptly so that payment of the estimate for the succeeding month will not be delayed.

2. Mailing checks for payees in each community to the chairman of the community committee. For all committees located so far from the association office that committeemen living in such communities can not call at the county office in person, some associations send checks, together with typed copies of Individual Receipt Form ACP-12, to community chairman to be distributed to the payees. If this is done, the chairman should be urged to deliver all checks, secure receipts and return such receipts to the county office within three days.

3. Mailing receipts with checks to distant payees. If it is necessary to mail checks to payees, one copy of Individual Receipt Form ACP-12, properly filled out, should be attached to each check. The necessity for immediate return of such receipt should be clearly set forth and payees urged to do their part to prevent delay in payment of the succeeding monthly estimate of expenses.

4. Receipts from firms or business houses located outside the city where the county association office is situated. If payment to such firms or business houses has been made by the treasurer or some other officer or employee of the association in advance of the receipt of funds from Washington, an Individual Receipt Form ACP-12 should be secured when payment is made and held in readiness in the secretary's files. It is necessary that such individual receipts are properly prepared to indicate that funds have been received from the treasurer of the association.

5. Persons who know that they will be out of the county or unable to call for receipts. Such payees should furnish some member of the family or committeeman or employee of the association with a power-of-attorney to sign Receipt Form ACP-11 as agent. Such power of attorney need not be typed and may be very simple. In order to be acceptable, it should be worded as follows:

P O W E R O F - A T T O R N E Y

19

(Date)

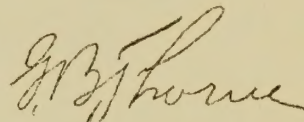
I hereby authorize (Mr. John Doe) to receive a check for \$ (Amount)
drawn payable to me by the treasurer of the _____ County Agricul-
tural Conservation Association for services performed during (Month)
and to sign a receipt for same in my behalf.

(Signed)

Richard Roe
Richard Roe

(Witness)

The signature of one witness to such power-of-attorney should be secured.



G. B. Thorne,
Director,
North Central Division.

